Job Seeking Skills Workshops

July 2013



Register for reserved seating. Walk-ins welcome.

- No-cost workshops are open to all job seekers.
- Register at jobs.utah.gov, or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

BUDGETING:	
July 31	1:00 рм-3:30 рм
RESUMÉ WRITING:	
July 2 July 8 July 9 July 16 July 23 July 30	9:00 AM-11:30 AM 1:00 PM-3:30 PM 9:00 AM-11:30 AM 1:00 PM-3:30 PM 1:00 PM-3:30 PM 9:00 AM-11:30 AM
INTERVIEWING SKILLS:	
July 2 July 9 July 16 July 22 July 23	1:00 PM-3:30 PM 1:00 PM-3:30 PM 9:00 AM-11:30 AM 9:00 AM-11:30 AM 9:00 AM-11:30 AM
*OPEN RESUMÉ AND INTERVIEW LAB:	
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*OPEN RESUMÉ AND July 12 July 26	9:00 AM-11:30 AM 9:00 AM-11:30 AM
July 12	9:00 AM-11:30 AM 9:00 AM-11:30 AM
July 12 July 26 *YOUR WORKPLACE	9:00 AM-11:30 AM 9:00 AM-11:30 AM
July 12 July 26 *YOUR WORKPLACE SEARCH: July 8 July 17	9:00 AM-11:30 AM 9:00 AM-11:30 AM SKILLS & JOB 9:00 AM-11:30 AM 9:00 AM-11:30 AM 1:00 PM-3:30 PM
July 12 July 26 *YOUR WORKPLACE SEARCH: July 8 July 17 July 29	9:00 AM-11:30 AM 9:00 AM-11:30 AM SKILLS & JOB 9:00 AM-11:30 AM 9:00 AM-11:30 AM 1:00 PM-3:30 PM
July 12 July 26 *YOUR WORKPLACE SEARCH: July 8 July 17 July 29 NETWORKING STRAT July 3 July 15	9:00 AM-11:30 AM 9:00 AM-11:30 AM SKILLS & JOB 9:00 AM-11:30 AM 9:00 AM-11:30 AM 1:00 PM-3:30 PM FEGIES: 9:00 AM-11:30 AM 9:00 AM-11:30 AM

BUDGETING AND REBUILDING YOUR FINANCES:

Learn how to budget, save, repay debt and build credit.

RESUMÉ WRITING:

Learn how to develop an effective resumé that will get you an interview.

INTERVIEWING SKILLS:

Strategize ways to confidently complete an interview.

***OPEN RESUMÉ AND INTERVIEW LAB:**

Come prepared and dressed for a mock interview and get additional resumé help.

*Prerequisite — must have taken the Resumé or Interview workshop. No registration necessary. First-come, first-served.

***YOUR WORKPLACE SKILLS & JOB SEARCH:**

Use online tools to discover valued workplace skills, job-searching and social media sites and places to research companies. *Register first at jobs.utah.gov.

NETWORKING STRATEGIES:

Learn how to design and implement a networking plan.

LINKEDIN:

Discover the benefits of creating a LinkedIn account to find jobs and connect with people and companies. This workshop will include time to work on your LinkedIn profile.

*Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.